

Effingham Parish Council



To all Councillors

Publication date: 14th May 2019

I HEREBY GIVE YOU NOTICE

that the Annual Meeting of Effingham Parish Council will be held in the King George V Hall, Browns Lane, on Tues 21st May 2019 at 8pm. All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting, as set out hereunder.

Members of the public are welcome to attend and observe. At the Chairman's discretion they may be invited to speak during any item.

Additionally, under 'Matters raised by Effingham organisations and residents', members of the public may address the Parish Council for up to two minutes each on matters within the Parish Council's scope. (**urgent concerns only, for this meeting**) To do this, please give details to the Clerk as below, **before the meeting**.

Jon Short, Clerk and Responsible Financial Officer

A handwritten signature in black ink, appearing to read 'Jon Short', is placed to the right of the printed name.

BUSINESS TO BE DONE

153/19	To ELECT the <u>chairman</u> for the forthcoming year: (outgoing chairman to facilitate the election of the new chairman)
154/19	To ELECT the <u>vice chairman</u> for the forthcoming year:
155/19	SIGNING OF the declaration of acceptance of office: (the Chairman to sign twice, normal + role specific)
156/19	To RECEIVE Apologies For Absence:
157/19	To REVIEW The Register Of Interests & Other Interests Affecting This Agenda:
158/19	To CONFIRM The Minutes Of The Previous Meeting Of 30th April 2019.
159/19	To CONSIDER any matters arising from the Minutes not otherwise on the Agenda:

GOVERNANCE

<p>160/19</p>	<p>To RECEIVE and CONSIDER items relating to governance:</p> <p>To REVIEW the parish council's:</p> <ol style="list-style-type: none"> 1) Standing Orders 2) Financial Regulations & 3) Code of Conduct <p>To also REVIEW parish council policies:</p> <ol style="list-style-type: none"> 1) Bribery 2) Acceptance of Gifts and Hospitality 3) Fraud and Corruption 4) Whistleblowing 5) Complaints procedure 6) Equality 7) Freedom of Information 8) Retention and Disposal of Records and Documents 9) Press and Media 10) Data Protection and Information Security 11) Employees' Code of Conduct 12) Dealings with Members of the Public 13) Email <hr/>
<p>161/19</p> <p>2019</p> <p>2020</p>	<p>To CONFIRM meeting dates for future parish council meetings:</p> <p>June 25th July 30th August 27th September 24th October 29th November 26th December – no meeting</p> <p>January 7th January 28th February 25th March 24th April 14th (Annual Meeting for the Parish of Effingham) April 28th May 26th (Annual Meeting of Effingham Parish Council)</p> <hr/>

<p>162/19</p>	<p>To REVIEW Parish Council Auditors, Contracts, Subscriptions and Memberships:</p> <p><u>Auditors:</u></p> <p>External Auditor (allocated) - PKF Littlejohn Internal Auditor - Mulberry & Company</p> <p>Agree to appoint Mulberry & Company as Internal Auditor for 2019/20</p> <p>=====</p>
<p>163/19</p>	<p><u>Bank Accounts:</u></p> <p>Parish Council Current Account provider - Unity Trust Bank Parish Council Savings Account provider - Santander Bank (to be transferred to Unity Trust Bank at earliest opportunity)</p> <p><u>other -</u></p> <p>Parish Council pre-charged Debit Card provider - Frees Family Finance Ltd</p> <p>=====</p>
<p>164/19</p>	<p><u>Insurance:</u></p> <p>Parish Council provider – Inspire Underwriting (3 year agreement 2019-2022)</p> <p>=====</p>
<p>165/19</p>	<p><u>Service contracts and suppliers of utilities:</u></p> <p>Parish Council burial ground maintenance – Countrywide G/M (final year of contract)</p> <p>Parish Council email provider - HCI Data</p> <p>Parish room phone/broadband provider - Phone Coop</p> <p>Parish room photocopier contract – BTS</p> <p>Courtyard security – Cornwell</p> <p>Parish room fire equipment – ADT</p> <p>Electricity provider to parish room – BULB</p>

	Clean/Waste water provider to parish room / allotments - SES B.W
166/19	<p>=====</p> <p><u>Subscriptions and Memberships:</u></p> <p>SALC - Surrey Association of Local Councils NALC - National Association of Local Councils SLCC - Society of Local Council Clerks CPRE - Campaign to Protect Rural England DPA - Information Commissioners Office</p>
167/19	<p>=====</p> <p>To APPOINT representatives to liaise with outside organisations:</p>
Currently Councillor: Hackett	Surrey Association of Local Councils (SALC) (Voting representative)
(Mayell)	Effingham Village Recreation Trust (EVRT)
Pindar	Smiths Charity
Moss	Surrey Police
Symes	Friends of Effingham Common
Symes	To nominate & appoint Ian Symes to the Guildford Borough Council Corporate Governance and Audit Committee.
Pindar	Surrey Community Action
Hogger & (Nicholls)	Protection of Home Farm Estate
Symes	Open Spaces Society
All Cllr's	Howard of Effingham
Moss	Youth & Community initiatives
168/19	<p>=====</p> <p>To APPOINT members of advisory groups:</p>
Currently Councillor: All Cllr's	Planning -
Hackett	Rights of Way -

<p>Symes Pindar Martland Pindar Hackett</p>	<p>Risk Inspections - 1) Bus Stops and salt bins 2) Shops area and village centre 3) Burial Ground 4) Allotments 5) Parish room, office & WC</p> <p>Physical risk assessments are currently completed by the Clerk on a quarterly basis.</p> <p>6) Operational Risk - Compliance 7) Operational Risk - Financial 8) Operational Risk - Business continuity 9) Operational Risk - Management of people, projects & events 10) Strategic Risk</p> <p><u>Web Master IT support -</u></p> <p>Currently - Chris Hogger</p> <p><u>Allotment Management -</u></p> <p>Currently - Liz Cooper, Elaine Elliot, Kate Mitchell & Philip Vallis.</p> <p><u>Allotment Maintenance</u></p> <p>Currently - Trevor Markham</p> <hr/>
<p>169/19</p>	<p>To AGREE Financial Arrangements:</p> <p>To continue to pay the following by standing order:</p> <p>Effingham Village Recreation Trust – Capital Replacement & Facility Funding at the KGV Hall & Playing Fields. Countrywide Grounds Maintenance - Parish Council Burial Ground maintenance payments HMRC - Employee TAX & NI payments. The Surrey Pension Fund - Employee pension payments. Clerk - Employee salary payments.</p> <p>To continue to pay the following by direct debit:</p> <p>The Phone Co-op - Parish Room broadband & phone payments SES Business Water - Parish Room & Allotment water supply payments. Information Commissioners Office - Data protection registration payments. Bulb Energy – Parish Room electricity provider</p>

<p>170/19</p>	<p>SES Water – Water/waste water provision to parish room and allotments</p> <hr/> <p>To REVIEW progress on projects in hand, and future plans:</p>
<p>171/19</p>	<p>To CONFIRM Working Groups and memberships:</p> <p>Finance and General Purposes Councillor Co-option (previous minute 138/19) Planning Review Communication EVRT Trustee Appointment EPC/EHPC Commoners Liaison</p>
<p>172/19</p>	<p>MATTERS raised by Effingham organisations and residents (UP TO 15 MINUTES)</p> <p>Effingham organisations and residents can ask the Chairman and Councillors for updates of particular items, or explain matters of concern within the Parish Council's scope. Councillors may deal with matters or questions straightaway, or follow up by letter or email after the meeting.</p> <p>For this meeting, this agenda item is time dependent.</p> <p>The parish council would be grateful if non-urgent matters of concerns are brought back to a future PC meeting.</p>

PLANNING APPLICATIONS

<p>173/19</p>	<p>To RECEIVE a report from the Planning Review Group and CONSIDER responses to Guildford Borough Council on new planning applications, as at Tuesday 14th May: (Clerk notes)</p>
<p>19/P/00703</p>	<p>408 & 410 Lower Road, Effingham, Leatherhead. KT24 5JP Erection of 5 dwellings (2x 2 bed & 3 x 3 bed) with associated access, parking and landscape works following the demolition of existing buildings (2 x 4 bed dwellings) and outbuildings.</p>
<p>19/P/00761</p>	<p>Whistlers Farm, Guildford Road, Effingham, L/head. KT24 5QD A two storey side extension with a north facing Juliet balcony at first floor level.</p>
<p>19/P/00813</p>	<p>Woodleigh, Effingham Common Road, Effingham. KT24 5JG Erection of timber framed garage.</p>

174/19	To CONSIDER responses to Guildford Borough Council on any late received planning applications: (Clerk notes)
175/19	Previous planning applications: To RECEIVE notification of results set out in <u>Appendix 1</u>
176/19	Other Planning Matters:

GENERAL PLANNING MATTERS

177/19	Neighbourhood / Local Plans To RECEIVE reports on the Neighbourhood Plan & GBC Local Plan:
178/19	Berkeley Homes /Howard Of Effingham To RECEIVE and CONSIDER any updates on the development:
179/19	Other Planning Matters To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to other planning matters:

WORKING GROUPS

180/19	Communications Working Group: To RECEIVE and CONSIDER any reports from the Communications Working Group (CH, AM, LH, AP)
181/19	EVRT Trustee Appointment Working Group: (IS/PM/AP/TJ/CH) To RECEIVE and CONSIDER any reports and recommendations from the Trustee Appointments Working Group:
182/19	Finance & General Purposes Working Group: To CONSIDER the recent Internal Audit Report & to make RECOMENDATIONS to full council at a future PC meeting. (previous minute 124/19) To CONSIDER the parish council's end of year financial position, and make RECOMENDATIONS to full council at a future PC meeting. (previous minute 142/19)
183/19	Councillor Co-option Working Group: To CONSIDER any co-option applications.

184/19	Planning Review Working Group: To CONSIDER the effectiveness of the ENV4 Dark Skies Policy within Effingham’s Neighbourhood Plan, and report back findings to full council at a future PC meeting.
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HIGHWAYS, TRANSPORT & COUNTRYSIDE ACCESS

185/19	Highways, Transport & Countryside Access matters: To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to highways matters:
186/19	To CONSIDER the letter received from SCC Highway Traffic Engineer Bahram Assadi, regarding the possible use by Effingham Parish Council of the loan Vehicle Activated Sign (VAS) was considered. The clerk recommends that the “new” parish council should consider a working group or appointing a lead councillor to manage any speed awareness projects. (previous minute 139/19)

FINANCIAL MATTERS

187/19	Invoices for payment To RECEIVE and APPROVE invoices for payment in Clerk Notes .
188/19	Bank reconciliation To RECEIVE & APPROVE the latest bank reconciliations.
189/19	Other Financial matters To RECEIVE and CONSIDER any reports or correspondence relating to other finance matters:
190/19	To RECEIVE and CONSIDER the quotation from Sell Electrical to replace light fittings at the parish room. (£340) (from fluorescent to LED)

COMMUNITY AND ENVIRONMENT

191/19	Community Fund: To RECEIVE grant requests, if any:
192/19	Concurrent Functions Grants To RECEIVE any updates.
193/19	Other Community Matters To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to other community or environmental matters

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COUNCIL ADMINISTRATIVE MATTERS

194/19	To RECEIVE updates, if any:
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REPORTS

195/19	<p>To RECEIVE reports on:</p> <p><u>Police and community issues</u> - Appendix 2 March 2019</p> <p><u>Allotments</u></p> <p><u>Burial Ground</u></p> <p><u>KGV Hall and Fields</u></p> <p><u>Home Farm West - Calvert and Chester Roads</u></p> <p><u>Friends of Effingham Common</u></p> <p><u>Parish Room</u></p>
196/19	<p>Other Parish Matters</p> <p>To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to other parish matters</p>

CORRESPONDENCE

197/19	<p>Any Other Correspondence</p> <p>To RECEIVE and CONSIDER any other correspondence</p>
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NEXT AGENDA

198/19	To NOTE new items of business for the Agenda of the next meeting
	<p>Next meeting –</p> <p>Normal Meeting of the Parish Council: Tuesday 25th June 2019, 8pm KGV Hall, Browns Lane, Effingham.</p>
	<p>Next Planning Review Group meeting: Tuesday June 18th 2019, 7.30pm Parish Room.</p>

APPENDIX 1**Planning Results****175/19**

19/P/00460 **Le Bonheur**, Leewood Way, Effingham, Leatherhead. KT24 5JN
Part conversion of garage to accommodation, two additional roof lights and roof extension with two rear dormers.
Approved.

19/P/00504 **Ashenhurst**, Orchard Close, East Horsley, Leatherhead. KT24 5EZ
Demolition of existing attached garage and construction of proposed single storey extension for future carer.

APPENDIX 2**195/19****Crime Figures****March 2019****18 Incidents**

On or near:

Champion Down	Anti-social behaviour
Champion Down	Other theft
Church Street	Anti-social behaviour
KGV Sports area	Anti-social behaviour
Leewood Way	Anti-social behaviour
Lower Road	Other theft
Lower Road	Public order
Lower Farm Road	Burglary
Lower Farm Road	Public order
Lower Farm Road	Violence and sexual offences
Mount Pleasant	Other theft
Mount Pleasant	Violence and sexual offences (x4)
Norwood Road	Violence and sexual offences (x2)
Orestan Lane	Public order